

DEPARTMENT OF MILITARY & VETERANS AFFAIRS PAID LEAVE GUIDELINES

This document describes the terms and conditions of paid leave accrual at the Department of Military & Veterans Affairs and for the State of Colorado.

Leave Accrual

State employees accrue sick leave at a rate of 6.66 hours per month to a maximum accrual of 360 hours.

Accrual of annual leave is based upon the employee's years of state service as reflected in the following chart:

Years of Service	Hours Earned Per Month	Maximum Accrual
1 st -5 th Year	8 hours (1 day)	192 hours (24 days)
$6^{th} - 10^{th}$ Year	10 hours (1 ¼ days)	240 hours (30 days)
11 th – 15 th Year	12 hours (1 ½ days)	288 hours (36 days)
16 th – on Year	14 hours (1 3/4 days)	336 hours (42 days)

Employees begin accruing immediately upon hire and are eligible to use accrued time the month following their hire, given appropriate application of internal procedures.